



Facility Use Policy

Authority: Newberg City Council

Update history: Adopted by Newberg Library Advisory Board November 12 2002, Adopted by the Newberg City Council December 2 2002, revision Adopted by Newberg Library Advisory Board April 28 2016, revision Adopted by Newberg City Council August 1 2016

The Newberg Public Library makes available its meeting room for use by nonprofit and civic groups for cultural, informational, educational, intellectual and civic purposes. Availability is contingent on there being no conflict with Library programs, meetings, or events, which have first priority. Priority for the use of the meeting room is to individuals or organized groups in the Library service area. The Library Director reserves the right to determine use of the space, to assess fees for use of the space, and to cancel or reschedule all arrangements, at his/her discretion, with or without cause or reason, and without liability.

The fact that a group is permitted to meet at the Newberg Public Library does not in any way constitute an endorsement of the group's policies and/or beliefs. Groups may not use the name or address of the Newberg Public Library as the official address or headquarters of the organization. Advertisements for meetings/events/activities held in the Library may not be displayed in such a manner as to suggest Library sponsorship.

Programs and activities that would disrupt normal library operations are not allowed.

Failure to abide by this policy and the related regulations will result in cancellation or refusal of reservations. An organization seeking to use meeting/space facilities must have an authorized representative agree in writing to observe this policy and the following regulations.

Regulations Governing Use of the Meeting Room

Reservations must be made in writing, on the Library's reservation form, not more than 90 days nor less than 15 days prior to the event. All reservations must be confirmed by the Library; an application for use does not assure approval. Requests will be considered in the order of application. No group may transfer use of the room. The Library meeting room is available only during the regular operating hours. Groups may not exceed the stated capacity of the room. Excessive noise or use of hazardous material is prohibited.

Groups which will include children under the age of 18 must provide adult supervision. For children ages 6 to 18, one adult for every ten children and, for children under five, one adult for every five children shall be required.

All meetings / events shall be open to the general public, regardless of age, sex, race, religion, national origin or physical disabilities.

No admission fees may be charged nor money collected nor other money-raising activities conducted except as approved by the Library Director for civic or library activities.

The Library provides equipment such as tables and chairs for use within the Austin Meeting Room. The computer projector and BlueRay / DVD player may be used upon special request and if staff are available to supervise. Users of the room are required to obtain their own license for showing films.

Light refreshments, such as beverages, cakes, cookies or other finger foods, may be served within the room with the approval of the library director. Groups must transport their own supplies and equipment. Groups are responsible for leaving the facilities in order after use. If the room is not cleaned up, groups may be charged a fee determined by the time required for staff to clean the room.

The Library is not responsible for security or storage of property owned by groups using the Library nor is it responsible for damage or loss of property of others. Groups are responsible for reimbursing the Library for damage to the facility within 30 days of billing.

Smoking is not permitted on any Library premises. The use, possession, or consumption of alcoholic beverages is not permitted in library facilities except with written authorization of the Library Director and City Manager. Additional conditions imposed by the Library Director may be required. These requirements may include, but are not necessarily limited to, the following:

- A. A reserve police officer(s) present
- B. Proof of insurance holding the City/Library harmless will be provided.
- C. Proof of insurance with specified limits, insuring the City against breakage or damage to facility or equipment will be provided.
- D. All appropriate OLCC regulations must be met and a copy of the OLCC permit provided to the Library Director.
- E. References will be required.

Library Grounds

The Carnegie Court is now under the auspices of the Newberg Cultural District and reservations are made through the District.